

February 18, 2013 7:00 P.M.
JONES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
JONES COUNTY OFFICE COMPLEX – COMMISSIONERS’ ROOM
MINUTES

COMMISSIONERS PRESENT:

Frank Emory, Chairman
Mike Haddock, Vice-Chairman
Sondra Ipock-Riggs, Commissioner
Joe Wiggins, Commissioner
Zack Koonce, III, Commissioner

OFFICIALS PRESENT:

Franky J. Howard, County Manager
Jennifer King, Clerk to the Board

The Chairman called the meeting to order and gave the invocation. A **MOTION** was made by Joe Wiggins, seconded by Zack Koonce, and unanimously carried **THAT** the agenda be approved with the following additions:

16. CALL FOR PUBLIC HEARING – FLOOD MAPS

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and unanimously carried **THAT** the minutes of February 4, 2013, be approved.

PUBLIC COMMENT PERIOD:

There were no public comments.

1. AUTOMATIC METER READING SYSTEM PROPOSAL

There was some discussion concerning the bids for the water meter reading project. Rich Moore, of McDavid & Associates, spoke regarding the water meter project and provided an example of the water meter and antenna that will be installed with the project. Franky Howard suggested that the county proceed with a fixed network which will allow Jones County to receive real time readings at the county administration office without employees having to ride by meters or stop and manually read meters.

MOTION made by Joe Wiggins, seconded by Mike Haddock, and unanimously carried **THAT** the board approves to proceed with Matchpoint/Sensus for the water meter project, utilizing State funds at zero percent interest as previously approved. A copy of the proposals is marked Exhibit A and is hereby incorporated by reference and made a part of these minutes.

MOTION made by Joe Wiggins, seconded by Mike Haddock, and unanimously carried **THAT** the Resolution Amending Capital Project Budget Ordinance and Awarding Proposal for PWS DWSRF Improvement Project be approved. A copy of the resolution and project budget ordinance is marked Exhibit B and is hereby incorporated by reference and made a part of these minutes.

MOTION made by Joe Wiggins, seconded by Mike Haddock, and unanimously carried **THAT** the Contract Change Order in the amount of \$591,979.40 (decrease) be approved, a copy of which is marked Exhibit C and is hereby incorporated by reference and made a part of these minutes. The Matchpoint/Sensus awarded proposal exceeds the available DWSRF project funds. Therefore this change order is necessary to bring contract quantities into balance with the Jones County budget.

2. CHANGE ORDER – POLLOCKSVILLE INDUSTRIAL PARK

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins and unanimously carried **THAT** change order number three for the Pollocksville Industrial Park Water, Sanitary Sewer and Street Improvements Project be approved. This change order increases the project budget by \$24,284.88 as a result of hitting rock while boring. A copy of the change order is marked Exhibit D and is hereby incorporated by reference and made a part of these minutes.

MOTION made by Joe Wiggins, seconded by Mike Haddock, and unanimously carried **THAT** the Resolution Establishing Capital Project Budget Ordinance for Amendment #3 Jones County 09/Pollocksville Industrial Park be approved. A copy of the resolution and project budget ordinance is marked Exhibit E and is hereby incorporated by reference and made a part of these minutes.

3. BEER ARMY PROJECT AMENDMENT

MOTION made by Mike Haddock, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the board approves the recommendation of the Economic Development Board to extend the Beer Army lease by one-year. This extension will provide an additional \$49,000 to the project fund which will cover the cost of walk-in coolers for the Business Center.

4. ABC PERMIT – BEER ARMY

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and unanimously carried **THAT** the ABC Permit for Beer Army be approved.

5. FIRE DISTRICT REQUEST – ISLAND CREEK ESTATES

The board was presented with a request from Island Creek and Bear Run communities to be covered by the Township 7 Fire District. These communities are currently outside of the six-mile reach of the Pollocksville Fire Department and this has a direct and huge impact on their homeowners insurance.

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** the board calls for a public hearing to be advertised for April 1, 2013, for the purpose of adding the Island Creek and Bear Run communities to the Township 7 Fire District.

6. NEW JONES COUNTY FIRE/EMS SERVICE DISTRICT MAPS

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** the board approves the new Fire/EMS Service District Maps as presented. These maps identify the district at the parcel lines and are required to merge Jones County's information with the Lenoir County CAD System. This will allow Lenoir County to dispatch for Jones County.

7. EAST CAROLINA BEHAVIORAL HEALTH CLARIFICATION LETTER

Mr. Howard presented a copy of the ratified bill, S.L. 2012-151. This copy should replace the bill that was enclosed with the letter dated January 4, 2013, as that copy did not include the strikethroughs in the legislation. There was no action required on this item.

8. TAX OFFICE CAPITAL REQUEST

MOTION made by Sondra Ipock-Riggs, seconded by Zack Koonce, and unanimously carried **THAT** the purchase of a computer from Intercomp Systems for the Tax Office be approved for purchase in the amount of \$874 using County Capital funds.

9. DEBT SET-OFF REFUND

MOTION made by Zack Koonce, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** debt set-off refunds be approved as follows:

Joshua Cade Futrall	\$129.41
Jeanette Louise Wooten	51.76
TOTAL	\$181.17

10. 2014 TAX REVALUATION PROGRESS REPORT

Mr. Howard presented a revaluation progress report from the Tax Department. No action was required on this item.

11. TAX COLLECTIONS REPORT

Mr. Howard presented the January Tax Collections Report showing a total collection of \$5,070,761.63 (84.98%).

12. CONTRACTS POLICY

At the previous meeting there was some discussion concerning the need for a policy in regard to contracts in Jones County. Internal Control Policy Number Four, County Contracts Policy, was created as a result of that discussion. **MOTION** made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** Internal Control Policy Number Four, County Contracts Policy, be approved as presented, a copy of which is marked Exhibit F and is hereby incorporated by reference and made a part of these minutes.

13. EMPLOYEE APPRECIATION LUNCH

The Jones County Employee Appreciation Annual Event is being held March 20, 2013, at the Civic Center. **MOTION** made by Zack Koonce, seconded by Mike Haddock, and

unanimously carried **THAT** the board approves the closing of county offices from noon to 1:30 p.m. on March 20, 2013, for the Employee Appreciation Annual Event.

14. HOUSEKEEPING VACANCIES/RETIREMENT PLANS

There was some discussion concerning the retirement of two employees in the housekeeping department at the end of February. Lenoir Community College has expressed some concerns over housekeeping and has requested to provide their own housekeeping services with the funds provided by Jones County. Jennifer King, Clerk to the Board, discussed the need for a maintenance employee for Jones County. **MOTION** made by Zack Koonce, seconded by Mike Haddock, and unanimously carried **THAT** the request from Lenoir Community College to provide for their own housekeeping employee, utilizing the same funds currently being paid by Jones County be approved effective March 1, 2013.

MOTION made by Sondra Ipock-Riggs, seconded by Joe Wiggins, and unanimously carried **THAT** one housekeeping position be eliminated and the other vacancy be posted as a Maintenance Coordinator/Housekeeper at a salary not to exceed that of the current Lead Housekeeper salary.

15. CLOSED SESSION UNDER NCGS 143-318.11(a)(6)

MOTION made by Zack Koonce, seconded by Mike Haddock, and unanimously carried **THAT** the board go into closed session pursuant with NCGS 143-318.11(a)(6).

MOTION made by Zack Koonce, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the board go out of closed session.

16. CALL FOR PUBLIC HEARING – FLOOD MAPS

Eric Merritt, Permit Technician, explained that there have been changes to maps affecting the Caswell Station area in Jones County due to changes in Lenoir County maps. Jones County must adopt amendments to our flood ordinance, as a result of these changes, prior to April 17, 2013. If not, Jones County residents will lose their flood insurance coverage and FEMA will deny all requests for flood assistance. **MOTION** made by Sondra Ipock-Riggs, seconded by Zack Koonce, and unanimously carried **THAT** the board calls for a public hearing on March 18, 2013, for the purpose of adopting a new flood ordinance and new flood maps for Jones County.

PUBLIC COMMENT PERIOD:

There were no public comments.

COUNTY MANAGER'S REPORT

There were no County Manager's Reports.

COMMISSIONER'S REPORTS

Mike Haddock -

Mr. Haddock questioned when budget meetings would begin and was told they would begin around April.

Sondra Ipock-Riggs -

Mrs. Ipock-Riggs stated that we need to look at the gas bill and eliminate some travel in Jones County.

MOTION made by Joe Wiggins, seconded by Mike Haddock, and unanimously carried **THAT** the meeting be adjourned at 8:45 p.m.

Frank Emory
Chairman

Jennifer King
Clerk to the Board

EXHIBIT A



McDAVID ASSOCIATES, INC.

Engineers • Planners • Land Surveyors

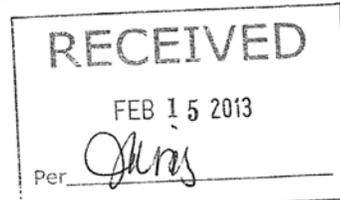
CORPORATE OFFICE
(252) 753-2139 • Fax (252) 753-7220
E-mail: mai@mcdavid-inc.com
3714 N. Main Street • P.O. Drawer 49
Farmville, NC 27828

GOLDSBORO OFFICE
(919) 736-7630 • Fax (919) 735-7351
E-mail: maigold@mcdavid-inc.com
109 E. Walnut Street • P.O. Box 1776
Goldsboro, NC 27533

February 12, 2013

Jones County
P.O. Box 340
Trenton, NC 28585

ATTN: Franky Howard, County Manager



SUBJECT: Recommendation of Award
Contract No. 1 - AMR
PWS DWSRF Improvements Project
Jones County

Dear Franky:

Proposals for the subject project were received on January 8, 2013 at 2:00 PM. A list of all proposers and their respective proposal is as follows:

Fixed AMR:		Ride-By AMR:	
Matchpoint, Inc.		Matchpoint, Inc.	
- Badger/Orion	\$1,672,783.52	- Badger/Orion	\$1,469,450.20
- Badger/Itron	\$1,739,905.97	- Badger/Itron	\$1,543,603.60
- Sensus	\$2,222,596.34	- Sensus	\$1,905,058.45
Ralph Hodge Construction	\$2,360,122.25	Herring-Rivenbark, Inc.	\$1,580,026.68
Vanguard Utility Service	\$3,041,999.02	RG3 Utilities	\$1,602,666.47
Wateree Construction Co	\$3,131,200.00	Vanguard Utility Service	\$1,614,397.47
		Mueller Service Co	\$1,655,579.46
		Ralph Hodge Construction	\$2,054,026.00

For a more detailed review of individual unit prices please refer to the enclosed tabulation sheet. Under the North Carolina General Statute 143-129.8, the County received and evaluated the proposals based on a performance and technology criteria outlined in contract document to achieve the future goals of the County. The County appointed committee held presentations to allow selected contractors/suppliers to demonstrate their proposed products and technology.

EXHIBIT B

RESOLUTION NO. _____
AMENDING CAPITAL PROJECT BUDGET ORDINANCE
AND
AWARDING OF PROPOSAL
FOR
PWS DWSRF IMPROVEMENT PROJECT (WIF-1635)
JONES COUNTY

- WHEREAS,** Public Water Supply Section (PWSS) has issued an offer to fund the installation of an automatic meter reading system in the amount of \$2,015,000.00 with 100% as Loan Income at 0% interest for fourteen (14) years to Jones County for water system improvements, and
- WHEREAS,** Jones County received proposals under North Carolina General Statute 143-129.8 "Information Technology-Best Value" procurement process on January 8, 2013, and
- WHEREAS,** County held contractor/supplier presentations to evaluate proposal prices, meter products, and meter technology. Jones County desires to install a fixed automatic meter reading system by awarding the contract to Matchpoint, Inc. using the Sensus meter/network products.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF JONES COUNTY:

That the attached project budget is hereby amended for the installation of the automatic meter reading system project subject to recommended award contract amount.

That Contract No. 1 – Automatic Meter Reading System be tentatively awarded to Matchpoint, Inc. for a negotiated contract amount of \$1,630,616.94 based on their proposal amount of \$2,222,596.34 subject to the execution of Change Order No. 1. Award is contingent upon concurrence by the Public Water Supply Section.

That the Chairman and County Manager are authorized to execute all related documents associated with the award, PWS Part B submittal, contract execution, and contract administration of the project on behalf of Jones County.

Adopted this the 18 day of February, 2013.



(SEAL)

ATTEST:


Jennifer King, Clerk to the Board


Frank Emory, Chairman
Jones County

EXHIBIT C

SECTION 01029	ORDER NO. 1
CONTRACT CHANGE ORDER	DATE February 18, 2013
	STATE NC
CONTRACT FOR PWS DWSRF Improvement Project Contract No. 1 - Automatic Meter Reading System	COUNTY Jones
OWNER Jones County	
TO <u>Matchpoint, Inc.</u>	

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
See Attachments: CO# Part A, Part B, Exhibit A, Exhibit B	\$ 591,979.40	\$
Reference Plans: <u>N/A</u>		
TOTALS	\$ <u>591,979.40</u>	\$ _____
NET CHANGE IN CONTRACT PRICE	\$ <u>591,979.40</u>	\$ _____

JUSTIFICATION:

- The Matchpoint/Sensus awarded Proposal price exceeds the available DWSRF project funds. Therefore, quantity adjustment and features were necessary to bring contract quantities into balance with Jones County budget.

Current Contract Amount adjusted by previous Change Order N/A
_____ Dollars (\$N/A).

The amount of the Contract will be (Decreased) (~~Increased~~) By The Sum Of: Five Hundred Ninety-One
Thousand Nine Hundred Seventy-Nine and 40/100 Dollars (\$591,979.40).

The Contract Total Including this and previous Change Orders Will Be: One Million Six Hundred Thirty
Thousand Six Hundred Sixteen and 94/100 Dollars (\$1,630,616.94).

The Contract Construction Completion Date prior to this Change Order is: N/A

The Contract Period Provided for Completion Will Be (Increased)(Decreased)(Unchanged): N/A Days

The Revised Contract Construction Complete Date after this Change Order is: N/A

This document will become a supplement to the contract and all provisions will apply hereto.

CAPITAL PROJECT BUDGET ORDINANCE
Jones County
PWS DWSRF Improvement Project
Contract No. 1 - Automatic Meter Reading System

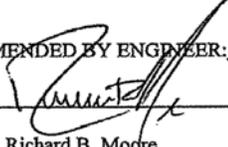
	APPROVED BUDGET Oct. 15, 2012	CHANGES	ADOPTED BUDGET Feb. 18, 2013
<u>REVENUES</u>			
<u>REVENUES - PWS Eligible</u>			
xx-xxx-xxxxxx PWS DWSRF Loan	\$2,015,000.00	\$0.00	\$2,015,000.00
xx-xxx-xxxxxx PWS DWSRF Loan Forgiveness	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Owner Contribution	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Sales Tax Refund - Restricted	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Interim Financing	\$0.00	\$0.00	\$0.00
SUBTOTAL - PWS Eligible Revenues	\$2,015,000.00	\$0.00	\$2,015,000.00
<u>REVENUES - Non-PWS Eligible</u>			
xx-xxx-xxxxxx Owner Contribution	\$15,000.00	\$0.00	\$15,000.00
xx-xxx-xxxxxx Interest Earned	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Liquidated Damages	\$0.00	\$0.00	\$0.00
SUBTOTAL - Non-PWS Eligible Revenues	\$15,000.00	\$0.00	\$15,000.00
TOTAL REVENUES	\$2,030,000.00	\$0.00	\$2,030,000.00
<u>EXPENSES</u>			
<u>EXPENSES - PWS Eligible</u>			
xx-xxx-xxxxxx Contract No. 1 - Automatic Meter Reading System	\$1,635,500.00	-\$4,883.06	\$1,630,616.94
xx-xxx-xxxxxx Contract No. ___ - _____	\$0.00	\$0.00	\$0.00
SUBTOTAL - Construction	\$1,635,500.00	-\$4,883.06	\$1,630,616.94
<u>Step I & II - Planning and Engineering Design Prior to Construction</u>			
xx-xxx-xxxxxx Basic Engineering Fees (Prior to Construction)	\$139,017.50	-\$878.95	\$138,138.55
<u>Step III - Engineering Services During Construction</u>			
xx-xxx-xxxxxx Construction Administration	\$155,372.50	\$0.00	\$155,372.50
xx-xxx-xxxxxx Additional Services by Engineer	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Reimbursable Expenses to the Engineer	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Permit Application Fees Paid by Owner	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Legal Costs	\$3,000.00	\$0.00	\$3,000.00
xx-xxx-xxxxxx Closing Fee	\$40,300.00	\$0.00	\$40,300.00
<u>Other</u>			
xx-xxx-xxxxxx - Land/Easement Acquisition	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx - Advertisement	\$500.00	\$0.00	\$500.00
xx-xxx-xxxxxx - Appraisals	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx - Soil Testing - Geotechnical	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx - Repayment of Interim Financing	\$0.00	\$0.00	\$0.00
xx-xxx-xxxxxx Contingency	\$41,310.00	\$5,762.01	\$47,072.01
SUBTOTAL - PWS Eligible Expenses	\$2,015,000.00	\$0.00	\$2,015,000.00
<u>Expenses - Non-PWS Eligible</u>			
xx-xxx-xxxxxx Funding Assistance	\$15,000.00	\$0.00	\$15,000.00
xx-xxx-xxxxxx Contingency	\$0.00	\$0.00	\$0.00
SUBTOTAL - Non-PWS Eligible Expenses	\$15,000.00	\$0.00	\$15,000.00
TOTAL EXPENSES	\$2,030,000.00	\$0.00	\$2,030,000.00

REQUESTED BY OWNER: Jones County

By: _____ Date: _____

Name: Franky Howard Title: County Manager

RECOMMENDED BY ENGINEER: McDavid Associates, Inc.

By:  _____ Date: 2/12/2013

Name: Richard B. Modre Title: Project Engineer

ACCEPTED BY CONTRACTOR: Matchpoint, Inc.

By: _____ Date: _____

Name: _____ Title: _____

END OF SECTION

EXHIBIT D

01029 Page 1

SECTION 01029	ORDER NO. 3
CONTRACT CHANGE ORDER	DATE
	STATE North Carolina
CONTRACT FOR 09 Water, Sanitary Sewer and Street Improvements Contract No. 1 - Water, Sanitary Sewer and Street Improvements	COUNTY Jones
OWNER Jones County	

TO James L. Cayton Utilities, Inc.
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Adjustment of Quantities, Adjustment of Directional Bore Price	\$	\$ 24,284.88
Reference Plans: _____		
TOTALS	\$	\$ 24,284.88
NET CHANGE IN CONTRACT PRICE	\$	\$ 24,284.88

JUSTIFICATION:

Adjustment of Quantities, Adjustment of Directional Bore Price

Current Contract Amount adjusted by previous Change Order Eight hundred ten thousand two hundred seventy six and 60/100 Dollars (\$810,276.60).

The amount of the Contract will be (~~Decreased~~) (Increased) By The Sum Of: Twenty four thousand two hundred eighty four thousand and 88/100 Dollars (\$24,284.88).

The Contract Total Including this and previous Change Orders Will Be: Eight hundred thirty four thousand five hundred sixty one and 48/100 Dollars (\$834,561.48).

The Contract Construction Completion Date prior to this Change Order is: N/A (See Notice to Proceed)

The Contract Period Provided for Completion Will Be (~~increased~~)(~~Decreased~~)(Unchanged): 0 Days

The Revised Contract Construction Complete Date after this Change Order is: N/A (See Notice to Proceed)

This document will become a supplement to the contract and all provisions will apply hereto.

REQUESTED BY OWNER: Jones County

By: Frank Emory Date: 2-18-13
Name: Frank Emory Title: Chairman, Board of Commissioners

RECOMMENDED BY ENGINEER: McDavid Associates, Inc.

By: Charles A. Joyner, Jr. Date: 2/4/2013
Name: Charles A. Joyner, Jr., P.E. Title: Project Engineer

ACCEPTED BY CONTRACTOR: James L. Cayton Utilities, Inc.

By: James L. Cayton Jr. Date: 2/8/13
Name: JAMES L CAYTON JR Title: PRESIDENT

END OF SECTION

Attachment - Change Order No. 3 - Part A, Unit Price Changes
 Contract No. 1 - Water, Sanitary Sewer and Street Improvements
 09 Water, Sanitary Sewer and Street Improvements
 Jones County

Item	Description	Unit	Contract As Per COW#2			Adds/Deducts		Contract As Per COW#3 Part A	
			Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	8" PVC for WL, ASTM D2241, SDR 21, 200 PSI	LF	2000	\$13.92	\$27,840.00		\$0.00	\$13.92	\$27,840.00
2	6" Gate Valve & Box, AWWA C500, C509 or C515	EA	2	\$711.00	\$1,422.00		\$0.00	\$711.00	\$1,422.00
3	8" Gate Valve & Box, AWWA C500, C509 or C515	EA	5	\$1,050.00	\$5,250.00		\$0.00	\$1,050.00	\$5,250.00
4	10" Gate Valve & Box, AWWA C500, C509 or C515	EA	1	\$1,600.00	\$1,600.00		\$0.00	\$1,600.00	\$1,600.00
5	6" x 6" Tee, DI Fitting for WL, 350 PSI	EA	2	\$350.00	\$700.00		\$0.00	\$350.00	\$700.00
6	8" x 8" Tee, DI Fitting for WL, 350 PSI	EA	1	\$375.00	\$375.00		\$0.00	\$375.00	\$375.00
7	10" x 8" Tee, DI Fitting for WL, 350 PSI	EA	1	\$450.00	\$450.00		\$0.00	\$450.00	\$450.00
8	8" 45° Bend, DI Fitting for WL, 350 PSI	EA	3	\$250.00	\$750.00		\$0.00	\$250.00	\$750.00
9	8" Plug, DI Fitting for WL, 350 PSI	EA	2	\$200.00	\$400.00		\$0.00	\$200.00	\$400.00
10	16" Open Cut with 16" Steel Casing, 8" PVC for WL	EA	70	\$60.00	\$4,200.00		\$0.00	\$60.00	\$4,200.00
11	Fire Hydrant	EA	2	\$2,800.00	\$5,600.00		\$0.00	\$2,800.00	\$5,600.00
12	10'x10'x6" Concrete Splash Pad	EA	2	\$700.00	\$1,400.00		\$0.00	\$700.00	\$1,400.00
13	3/4" Water Service	EA	6	\$900.00	\$5,400.00		\$0.00	\$900.00	\$5,400.00
14	16" Drybox with 16" Steel Casing, 8" DIP for SS	LF	70	\$200.00	\$14,000.00		\$0.00	\$200.00	\$14,000.00
15	8" Sanitary Sewer and Bedding (6'-8' depth)	LF	635	\$28.00	\$17,780.00		\$0.00	\$28.00	\$17,780.00
16	8" Sanitary Sewer and Bedding (8'-10' depth)	LF	1112	\$30.00	\$33,360.00		\$0.00	\$30.00	\$33,360.00
17	8" Sanitary Sewer and Bedding (10'-12' depth)	LF	68	\$34.00	\$2,312.00		\$0.00	\$34.00	\$2,312.00
18	Precast Concrete Manhole (6'-8' depth)	EA	2	\$2,100.00	\$4,200.00		\$0.00	\$2,100.00	\$4,200.00
19	Precast Concrete Manhole (8'-10' depth)	EA	3	\$2,300.00	\$6,900.00		\$0.00	\$2,300.00	\$6,900.00
20	Precast Concrete Manhole (10'-12' depth)	EA	1	\$2,600.00	\$2,600.00		\$0.00	\$2,600.00	\$2,600.00
21	Precast Concrete Drop Manhole (10'x12' depth)	EA	1	\$4,500.00	\$4,500.00		\$0.00	\$4,500.00	\$4,500.00
22	4" Sanitary Sewer Service	EA	6	\$800.00	\$4,800.00		\$0.00	\$800.00	\$4,800.00
23	Cleanout Manhole on Force Main	EA	1	\$2,400.00	\$2,400.00		\$0.00	\$2,400.00	\$2,400.00
24	Air Relief Manhole on Force Main	EA	0	\$4,600.00	\$0.00		\$0.00	\$4,600.00	\$0.00
25	6" PVC for Force Main, ASTM D2241, SDR 21	EA	1800	\$10.54	\$18,972.00		\$0.00	\$10.54	\$18,972.00
26	River Crossing w/6" High Density Poly Pipe	LF	1350	\$70.00	\$94,500.00		\$0.00	\$70.00	\$94,500.00
27	Sewer Pump Station	LS	1	\$175,000.00	\$175,000.00		\$0.00	\$175,000.00	\$175,000.00
28	Sewer PS Standby Power Generator System	LS	1	\$41,000.00	\$41,000.00		\$0.00	\$41,000.00	\$41,000.00
29	Sewage Pump Station Site Landscaping	LS	1	\$4,000.00	\$4,000.00		\$0.00	\$4,000.00	\$4,000.00
30	Chain Link Fence and Gates	LF	290	\$26.00	\$7,540.00		\$0.00	\$26.00	\$7,540.00
31	6" Coarse Aggregate Base Course Stone	SY	200	\$12.00	\$2,400.00		\$0.00	\$12.00	\$2,400.00
32	8" Coarse Aggregate Base Course Stone	SY	120	\$15.00	\$1,800.00		\$0.00	\$15.00	\$1,800.00
33	2" Asphalt Concrete Surface Course	SY	120	\$17.00	\$2,040.00		\$0.00	\$17.00	\$2,040.00
34	18" RCP	LF	24	\$40.00	\$960.00		\$0.00	\$40.00	\$960.00
35	Electrical Allowance	AL	1	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00	\$10,000.00
36	Borrow backfill	CY	1150	\$20.00	\$23,000.00		\$0.00	\$20.00	\$23,000.00
37	Break, Remove & Replace Existing Asphalt Pavement	SY	150	\$30.00	\$4,500.00		\$0.00	\$30.00	\$4,500.00
38	Soil testing and inspection Allowance	AL	1	\$3,500.00	\$3,500.00		\$0.00	\$3,500.00	\$3,500.00
39	Staking and Cut Sheet Preparation Allowance	AL	1	\$4,500.00	\$4,500.00		\$0.00	\$4,500.00	\$4,500.00
40	As-Builts	LF	1950	\$3.00	\$5,850.00		\$0.00	\$3.00	\$5,850.00
41	Undercut Excavation and Borrow	CY	350	\$20.50	\$7,175.00		\$0.00	\$20.50	\$7,175.00
42	Drainage Swale - Off Site Disposal	LS	1	\$22,037.50	\$22,037.50		\$0.00	\$22,037.50	\$22,037.50
43	Break & Remove Existing Asphalt Pavement	SY	20	\$20.50	\$410.00		\$0.00	\$20.50	\$410.00
44	18" RCP Storm Sewer and Bedding	LF	402	\$22.55	\$9,065.10		\$0.00	\$22.55	\$9,065.10
45	Drop Inlet (0'-6" depth) including frame and grate	EA	2	\$1,127.50	\$2,255.00		\$0.00	\$1,127.50	\$2,255.00
46	8" Coarse Aggregate Base Course Stone	SY	3500	\$13.32	\$46,620.00		\$0.00	\$13.32	\$46,620.00
47	6" Coarse Aggregate Base Course Stone	SY	0	\$10.76	\$0.00		\$0.00	\$10.76	\$0.00
48	3" Asphalt Concrete Surface Course	SY	2850	\$21.73	\$61,930.50		\$0.00	\$21.73	\$61,930.50
49	2" Asphalt Concrete Surface Course	SY	2850	\$16.30	\$46,455.00		\$0.00	\$16.30	\$46,455.00
50	Seeding including Fine Grading of seeded areas	LS	1	\$5,635.00	\$5,635.00		\$0.00	\$5,635.00	\$5,635.00
51	Staking & Cut Sheet Preparation	AL	1	\$4,500.00	\$4,500.00		\$0.00	\$4,500.00	\$4,500.00
52	RIP RAP	LS	1	\$5,635.00	\$5,635.00		\$0.00	\$5,635.00	\$5,635.00
53	Ditch Cleanout	LF	200	\$5.13	\$1,026.00		\$0.00	\$5.13	\$1,026.00
54	New Ditch Cut at back of Cul-de-Sac	LF	540	\$6.15	\$3,321.00		\$0.00	\$6.15	\$3,321.00
55	Drainage Ditch clean out along US 17	LF	350	\$7.18	\$2,513.00		\$0.00	\$7.18	\$2,513.00
56	Break, Remove & Replace Concrete drive	SY	50	\$51.25	\$2,562.50		\$0.00	\$51.25	\$2,562.50
57	Open Cut 16" Steel Casing	LF	60	\$63.00	\$3,780.00		\$0.00	\$63.00	\$3,780.00
58	Restrained 8" Dip Fire Line	LF	240	\$57.00	\$13,680.00		\$0.00	\$57.00	\$13,680.00
59	8" MJ, DI, TEE Fire Line	EA	1	\$375.00	\$375.00		\$0.00	\$375.00	\$375.00
60	8" MJ, DI, Cross	EA	1	\$650.00	\$650.00		\$0.00	\$650.00	\$650.00
61	8" Gate Valve & Box Fire Line	EA	5	\$1,050.00	\$5,250.00		\$0.00	\$1,050.00	\$5,250.00
62	High Pressure Signs	EA	4	\$75.00	\$300.00		\$0.00	\$75.00	\$300.00
63	1" Frost Free Yard Hydrant, 2" Tap	EA	1	\$4,500.00	\$4,500.00		\$0.00	\$4,500.00	\$4,500.00
64	Excavation, Fine Grading	EA	1	\$12,800.00	\$12,800.00		\$0.00	\$12,800.00	\$12,800.00
65	Directional Boring Change	EA	0	\$0.00	\$0.00	\$104.96	\$0.00	\$104.96	\$0.00
	Total				\$810,276.60		\$0.00		\$810,276.60

Attachment - Change Order No. 3 - Part B, Quantity Changes
 Contract No. 1 - Water, Sanitary Sewer and Street Improvements
 09 Water, Sanitary Sewer and Street Improvements
 Jones County

Item	Description	Unit	Contract As Per CO#3 Part A			Adds/Deducts		Contract As Per CO#3	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	8" PVC for WL, ASTM D2241, SDR 21, 200 PSI	LF	2000	\$13.92	\$27,840.00	-226	(\$3,145.92)	1774	\$24,694.08
2	6" Gate Valve & Box, AWWA C500, C509 or C515	EA	2	\$711.00	\$1,422.00	-1	(\$711.00)	1	\$711.00
3	8" Gate Valve & Box, AWWA C500, C509 or C515	EA	5	\$1,050.00	\$5,250.00		\$0.00	5	\$5,250.00
4	10" Gate Valve & Box, AWWA C500, C509 or C515	EA	1	\$1,600.00	\$1,600.00	-1	(\$1,600.00)	0	\$0.00
5	8" x 6" Tee, DI Fitting for WL, 350 PSI	EA	2	\$350.00	\$700.00		\$0.00	2	\$700.00
6	8" x 8" Tee, DI Fitting for WL, 350 PSI	EA	1	\$375.00	\$375.00		\$0.00	1	\$375.00
7	10" x 8" Tee, DI Fitting for WL, 350 PSI	EA	1	\$450.00	\$450.00		\$0.00	1	\$450.00
8	8" 45° Bend, DI Fitting for WL, 350 PSI	EA	3	\$250.00	\$750.00	6	\$1,500.00	9	\$2,250.00
9	8" Plug, DI Fitting for WL, 350 PSI	EA	2	\$200.00	\$400.00		\$0.00	2	\$400.00
10	16" Open Cut with 16" Steel Casing, 8" PVC for WL	EA	70	\$60.00	\$4,200.00	-10	(\$600.00)	60	\$3,600.00
11	Fire Hydrant	EA	2	\$2,800.00	\$5,600.00		\$0.00	2	\$5,600.00
12	10'x10'x6" Concrete Splash Pad	EA	2	\$700.00	\$1,400.00		\$0.00	2	\$1,400.00
13	3/4" Water Service	EA	6	\$900.00	\$5,400.00		\$0.00	6	\$5,400.00
14	16" Drybore with 16" Steel Casing, 8" DIP for SS	LF	70	\$200.00	\$14,000.00		\$0.00	70	\$14,000.00
15	8" Sanitary Sewer and Bedding (6'-8' depth)	LF	635	\$28.00	\$17,780.00		\$0.00	635	\$17,780.00
16	8" Sanitary Sewer and Bedding (8'-10' depth)	LF	1112	\$30.00	\$33,360.00	-12	(\$360.00)	1100	\$33,000.00
17	8" Sanitary Sewer and Bedding (10'-12' depth)	LF	68	\$34.00	\$2,312.00	10	\$340.00	78	\$2,652.00
18	Precast Concrete Manhole (6'-8' depth)	EA	2	\$2,100.00	\$4,200.00		\$0.00	2	\$4,200.00
19	Precast Concrete Manhole (8'-10' depth)	EA	3	\$2,300.00	\$6,900.00		\$0.00	3	\$6,900.00
20	Precast Concrete Manhole (10'-12' depth)	EA	1	\$2,600.00	\$2,600.00		\$0.00	1	\$2,600.00
21	Precast Concrete Drop Manhole (10'x12' depth)	EA	1	\$4,500.00	\$4,500.00		\$0.00	1	\$4,500.00
22	4" Sanitary Sewer Service	EA	6	\$800.00	\$4,800.00		\$0.00	6	\$4,800.00
23	Cleanout Manhole on Force Main	EA	1	\$2,400.00	\$2,400.00		\$0.00	1	\$2,400.00
24	Air Relief Manhole on Force Main	EA	0	\$4,600.00	\$0.00		\$0.00	0	\$0.00
25	8" PVC for Force Main, ASTM D2241, SDR 21	EA	1800	\$10.54	\$18,972.00	-100	(\$1,054.00)	1700	\$17,918.00
26	River Crossing w/8" High Density Poly Pipe	LF	1350	\$70.00	\$94,500.00	-1350	(\$94,500.00)	0	\$0.00
27	Sewer Pump Station	LS	1	\$175,000.00	\$175,000.00		\$0.00	1	\$175,000.00
28	Sewer PS Standby Power Generator System	LS	1	\$41,000.00	\$41,000.00		\$0.00	1	\$41,000.00
29	Sewage Pump Station Site Landscaping	LS	1	\$4,000.00	\$4,000.00		\$0.00	1	\$4,000.00
30	Chain Link Fence and Gates	LF	290	\$26.00	\$7,540.00		\$0.00	290	\$7,540.00
31	6" Coarse Aggregate Base Course Stone	SY	200	\$12.00	\$2,400.00		\$0.00	200	\$2,400.00
32	8" Coarse Aggregate Base Course Stone	SY	120	\$15.00	\$1,800.00		\$0.00	120	\$1,800.00
33	2" Asphalt Concrete Surface Course	SY	120	\$17.00	\$2,040.00		\$0.00	120	\$2,040.00
34	18" RCP	LF	24	\$40.00	\$960.00		\$0.00	24	\$960.00
35	Electrical Allowance	AL	1	\$10,000.00	\$10,000.00	-1	(\$10,000.00)	0	\$0.00
36	Borrow backfill	CY	1150	\$20.00	\$23,000.00		\$0.00	1150	\$23,000.00
37	Break, Remove & Replace Existing Asphalt Pave.	SY	150	\$30.00	\$4,500.00		\$0.00	150	\$4,500.00
38	Soil testing and inspection Allowance	AL	1	\$3,500.00	\$3,500.00	-0.884144	(\$3,094.50)	0.115856	\$405.50
39	Staking and Cut Sheet Preparation Allowance	AL	1	\$4,500.00	\$4,500.00	-0.07666666	(\$345.00)	0.92333334	\$4,155.00
40	As-Builts	LF	1950	\$3.00	\$5,850.00		\$0.00	1950	\$5,850.00
41	Undercut Excavation and Borrow	CY	350	\$20.50	\$7,175.00	-50	(\$1,025.00)	300	\$6,150.00
42	Drainage Swale - Off Site Disposal	LS	1	\$22,037.50	\$22,037.50		\$0.00	1	\$22,037.50
43	Break & Remove Existing Asphalt Pavement	SY	20	\$20.50	\$410.00		\$0.00	20	\$410.00
44	18" RCP Storm Sewer and Bedding	LF	402	\$22.55	\$9,065.10	32	\$721.60	434	\$9,786.70
45	Drop Inlet (0'-6" depth) including frame and grate	EA	2	\$1,127.50	\$2,255.00		\$0.00	2	\$2,255.00
46	8" Coarse Aggregate Base Course Stone	SY	3500	\$13.32	\$46,620.00		\$0.00	3500	\$46,620.00
47	6" Coarse Aggregate Base Course Stone	SY	0	\$10.76	\$0.00		\$0.00	0	\$0.00
48	3" Asphalt Concrete Surface Course	SY	2850	\$21.73	\$61,930.50		\$0.00	2850	\$61,930.50
49	2" Asphalt Concrete Surface Course	SY	2850	\$16.30	\$46,455.00		\$0.00	2850	\$46,455.00
50	Seeding including Fine Grading of seeded areas	LS	1	\$5,635.00	\$5,635.00		\$0.00	1	\$5,635.00
51	Staking & Cut Sheet Preparation	AL	1	\$4,500.00	\$4,500.00	0.51	\$2,295.00	1.51	\$6,795.00
52	RIP RAP	LS	1	\$5,635.00	\$5,635.00		\$0.00	1	\$5,635.00
53	Ditch Cleanout	LF	200	\$5.13	\$1,026.00		\$0.00	200	\$1,026.00
54	New Ditch Cut at back of Cut-de-Sac	LF	540	\$6.15	\$3,321.00	-2	(\$12.30)	538	\$3,308.70
55	Drainage Ditch clean cut along US 17	LF	350	\$7.18	\$2,513.00		\$0.00	350	\$2,513.00
56	Break, Remove & Replace Concrete drive	SY	50	\$51.25	\$2,562.50		\$0.00	50	\$2,562.50
57	Open Cut 16" Steel Casing	LF	60	\$63.00	\$3,780.00	-20	(\$1,260.00)	40	\$2,520.00
58	Restrained 8" Dip Fire Line	LF	240	\$57.00	\$13,680.00	-80	(\$4,560.00)	160	\$9,120.00
59	8" MJ, DI, TEE Fire Line	EA	1	\$375.00	\$375.00		\$0.00	1	\$375.00
60	8" MJ, DI, Cross	EA	1	\$650.00	\$650.00		\$0.00	1	\$650.00
61	8" Gate Valve & Box Fire Line	EA	5	\$1,050.00	\$5,250.00		\$0.00	5	\$5,250.00
62	High Pressure Signs	EA	4	\$75.00	\$300.00		\$0.00	4	\$300.00
63	1" Frost Free Yard Hydrant, 2" Tap	EA	1	\$4,500.00	\$4,500.00		\$0.00	1	\$4,500.00
64	Excavation, Fine Grading	EA	1	\$12,800.00	\$12,800.00		\$0.00	1	\$12,800.00
65	Directional Boring Change	EA	0	\$104.96	\$0.00	1350	\$141,696.00	1350	\$141,696.00
	Total				\$810,276.60		\$24,284.88		\$834,561.48

EXHIBIT E

**RESOLUTION
ESTABLISHING CAPITAL PROJECT BUDGET ORDINANCE
FOR AMENDMENT # 3
JONES COUNTY 09/POLLOCKSVILLE INDUSTRIAL PARK
JONES COUNTY
_____, 2013**

WHEREAS, the CDBG, IDF and Rural Center has agreed to provide \$456,800.00, \$380,000.00 and 380,000.00 of funding for improvements serving Jones County 09/Pollocksville Industrial Park, and

WHEREAS, the project was awarded to James L. Cayton Utilities on May 7, 2012, and

WHEREAS, this amendment adjust the quantities and pay amounts in the Project.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF JONES COUNTY 09/POLLOCKSVILLE INDUSTRIAL PARK:

That the attached budget is hereby adopted for construction of Jones County 09/Pollocksville Industrial Park, and

That Change Order No. 3 - Approved by the Jones County Board of Commissioners, and

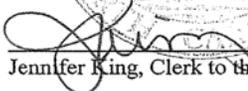
That the Chairman is authorized and directed to execute all documents associated with the award on behalf of Jones County.

Adopted this the 18 day of February, 2013.



(SEAL)

ATTEST:


Jennifer King, Clerk to the Board


Frank Emory, Chairman
Jones County

JONES COUNTY
 JONES CO 09/POLLOCKVILLE INDUSTRIAL PARK
 _____, 2013

	BUDGET AFTER CO # 2	CHANGES	BUDGET AFTER CO # 3
REVENUES			
CDBG	\$ 456,800.00	\$ 0.00	\$ 456,800.00
IDF	\$ 380,000.00	\$ 0.00	\$ 380,000.00
Rural Center	\$ 380,000.00	\$ 0.00	\$ 380,000.00
Local Income	\$ 19,000.00	\$ 0.00	\$ 19,000.00
TOTAL REVENUES	\$ 1,235,800.00	\$ 0.00	\$ 1,235,800.00
EXPENSES			
CN 1 -Water and Sewer	\$ 564,579.00	\$ 24,284.88	\$ 588,863.88
CN 1 - Street	\$ 221,662.60	\$ 0.00	\$ 221,662.60
CN 1 - Fire Protection Line	\$ 24,035.00	\$ 0.00	\$ 24,035.00
Construction Subtotal	\$ 810,276.60	\$ 24,284.88	\$ 834,561.48
Preliminary Engineering	\$ 15,000.00	\$ 0.00	\$ 15,000.00
Engineering - Water and Sewer	\$ 60,700.00	\$ 0.00	\$ 60,700.00
Engineering - Fire Protection Line	\$ 2,195.00	\$ 0.00	\$ 2,195.00
Engineering - Street	\$ 19,100.00	\$ 0.00	\$ 19,100.00
Inspection - Water and Sewer	\$ 47,900.00	\$ 0.00	\$ 47,900.00
Inspection - Fire Protection Line	\$ 1,803.00	\$ 0.00	\$ 1,803.00
Inspection - Street	\$ 15,300.00	\$ 0.00	\$ 15,300.00
Surveying (Pump Station Lot)	\$ 1,500.00	\$ 0.00	\$ 1,500.00
Permits/Preparation	\$ 8,312.50	\$ 0.00	\$ 8,312.50
Coor w/ DOT, Utility Co, Telephone Co, and Pollocksville	\$ 7,368.00	\$ 0.00	\$ 7,368.00
Land Negotiation (Pump Station)	\$ 2,500.00	\$ 0.00	\$ 2,500.00
Easement Negotiation	\$ 1,500.00	\$ 0.00	\$ 1,500.00
Easement Survey	\$ 7,500.00	\$ 0.00	\$ 7,500.00
Survey for Boundary/Lot Surveys/TOPO for Subdivision	\$ 12,238.00	\$ 0.00	\$ 12,238.00
Easement Cost	\$ 7,500.00	\$ 0.00	\$ 7,500.00
Permit Fees	\$ 990.00	\$ 0.00	\$ 990.00
Land (Pump Station)	\$ 15,000.00	\$ 0.00	\$ 15,000.00
Electrical at Pump Station	\$ 0.00	\$ 4,500.00	\$ 4,500.00
Legal	\$ 7,500.00	\$ 0.00	\$ 7,500.00
Advertising Fees	\$ 1,700.00	\$ 0.00	\$ 1,700.00
Tap Fee to Pollocksville	\$ 20,000.00	\$ 0.00	\$ 20,000.00
CDBG Administration	\$ 35,000.00	\$ 0.00	\$ 35,000.00
Rural Center Administration	\$ 19,000.00	\$ 0.00	\$ 19,000.00

	<u>BUDGET AFTER CO # 2</u>	<u>CHANGES</u>	<u>BUDGET AFTER CO # 3</u>
Additional Services	\$ 780.00	\$ 0.00	\$ 780.00
Contingency	\$ 115,136.90	\$ -28,784.88	\$ 86,352.02
TOTAL EXPENSES	\$ 1,235,800.00	\$ 0.00	\$ 1,235,800.00

EXHIBIT F

BOARD OF COUNTY COMMISSIONERS

FRANK EMORY, Chairman
8466 Hwy. 41 W.
Richlands, NC 28574

MIKE HADDOCK, Vice-Chairman
2314 Wyse Fork Rd.
Trenton, NC 28585

ZACK KOONCE
1539 Ten Mile Fork Rd.
Trenton, NC 28585

JOSEPH F. WIGGINS
641 Richlands Rd.
Trenton, NC 28585

SONDRA IPOCK RIGGS
862 Riggstown Rd.
Pollocksville, NC 28573



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COUNTY MANAGER
FRANKY J. HOWARD
P.O. Box 340
Trenton, NC 28585

COUNTY ATTORNEY
JIMMIE B. HICKS
P.O. Drawer 689
New Bern, NC 28563

CLERK TO THE BOARD
JENNIFER KING
P.O. Box 340
Trenton, NC 28585

email: jonescounty@jonescountync.gov
website: www.jonescountync.gov

Internal Control
Policy Number: 4

JONES COUNTY COUNTY CONTRACTS POLICY

1. PURPOSE:

The objective of this County Contracts Policy is to ensure all Jones County Contracts are executed within the manner set forth by NC G.S. 159-28(a).

2. AUTHORITY:

The Jones County Board of Commissioners and as delegated to the Jones County Finance Officer.

3. APPLICATION:

The regulations and procedures outlined in this policy statement are to apply to all County Departments that are funded through the Jones County Budget Ordinance.

4. RESPONSIBILITY:

It is the responsibility of the Department Head to ensure this policy is enforced.

5. POLICY:

Any Jones County Department and its employees that authorize or make any obligation through a contract that does not follow the guidance set forth by NC G.S. 159-28 will become personally liable for any sums so committed or disbursed [NC G.S. 159-28 (e)].

All contracts shall contain the required pre-audit statement and be signed by the Jones County Finance Officer [NC G.S. 159-28 (a)].

Once a contract has been fully executed and approved as set forth in this policy a copy will remain on file in the Jones County Finance Office.

Any disbursement request made by a vendor of Jones County without a fully executed contract will not be processed for payment until all requirements are fulfilled. Any vendor, contractor, consultant, and any other persons providing services to Jones County should

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understand that an obligation is invalid if incurred without meeting the pre-audit requirements [NC G.S. 159-28(a)]. Therefore, all Department Heads are directed to inform all vendors, contractors, consultants, and any other persons providing services to Jones County that any contract or agreement requiring payment of moneys and any purchase order for supplies or materials include on its face a certificate stating that the contract, agreement, or purchase order has been pre-audited to assure compliance with the pre-audit requirements.

For reference, NC G.S. 159-28:

§ 159-28. Budgetary accounting for appropriations.

(a) Incurring Obligations. – No obligation may be incurred in a program, function, or activity accounted for in a fund included in the budget ordinance unless the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year. No obligation may be incurred for a capital project or a grant project authorized by a project ordinance unless that project ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay the sums obligated by the transaction. If an obligation is evidenced by a contract or agreement requiring the payment of money or by a purchase order for supplies and materials, the contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been pre-audited to assure compliance with this subsection unless the obligation or a document related to the obligation has been approved by the Local Government Commission, in which case no certificate shall be required. The certificate, which shall be signed by the finance officer or any deputy finance officer approved for this purpose by the governing board, shall take substantially the following form:

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer)."

Certificates in the form prescribed by G.S. 153-130 or 160-411 as those sections read on June 30, 1973, or by G.S. 159-28(b) as that section read on June 30, 1975, are sufficient until supplies of forms in existence on June 30, 1975, are exhausted.

An obligation incurred in violation of this subsection is invalid and may not be enforced. The finance officer shall establish procedures to assure compliance with this subsection.

(b) Disbursements. – When a bill, invoice, or other claim against a local government or public authority is presented, the finance officer shall either approve or disapprove the necessary disbursement. If the claim involves a program, function, or activity accounted for in a fund included in the budget ordinance or a capital project or a grant project authorized by a project ordinance, the finance officer may approve the claim only if

(1) He determines the amount to be payable and

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(2) The budget ordinance or a project ordinance includes an appropriation authorizing the expenditure and either (i) an encumbrance has been previously created for the transaction or (ii) an unencumbered balance remains in the appropriation sufficient to pay the amount to be disbursed.

The finance officer may approve a bill, invoice, or other claim requiring disbursement from an intra-governmental service fund or trust or agency fund not included in the budget ordinance, only if the amount claimed is determined to be payable. A bill, invoice, or other claim may not be paid unless it has been approved by the finance officer or, under subsection (c) of this section, by the governing board. The finance officer shall establish procedures to assure compliance with this subsection.

(c) Governing Board Approval of Bills, Invoices, or Claims. – The governing board may, as permitted by this subsection, approve a bill, invoice, or other claim against the local government or public authority that has been disapproved by the finance officer. It may not approve a claim for which no appropriation appears in the budget ordinance or in a project ordinance, or for which the appropriation contains no encumbrance and the unencumbered balance is less than the amount to be paid. The governing board shall approve payment by formal resolution stating the board's reasons for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The chairman of the board or some other member designated for this purpose shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

(d) Payment. – A local government or public authority may not pay a bill, invoice, salary, or other claim except by a check or draft on an official depository, a bank wire transfer from an official depository, or an electronic payment or an electronic funds transfer originated by the local government or public authority through an official depository. Except as provided in this subsection each check or draft on an official depository shall bear on its face a certificate signed by the finance officer or a deputy finance officer approved for this purpose by the governing board (or signed by the chairman or some other member of the board pursuant to subsection (c) of this section). The certificate shall take substantially the following form:

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer)."

An electronic payment or electronic funds transfer must be subjected to the pre-audit process. Execution of the electronic payment or electronic funds transfer shall indicate that the finance officer or duly appointed deputy finance officer has performed the pre-audit process as required by G.S. 159-28(a).

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Certificates in the form prescribed by G.S. 153-131 or 160-411.1 as those sections read on June 30, 1973, or by G.S. 159-28(a) as that section read on June 30, 1975, are sufficient until supplies in existence on June 30, 1975, are exhausted.

No certificate is required on payroll checks or drafts on an imprest account in an official depository, if the check or draft depositing the funds in the imprest account carried a signed certificate.

As used in this subsection, the term "electronic payment" means payment by charge card, credit card, debit card, or by electronic funds transfer, and the term "electronic funds transfer" means a transfer of funds initiated by using an electronic terminal, a telephone, a computer, or magnetic tape to instruct or authorize a financial institution or its agent to credit or debit an account.

(e) Penalties. – If an officer or employee of a local government or public authority incurs an obligation or pays out or causes to be paid out any funds in violation of this section, he and the sureties on his official bond are liable for any sums so committed or disbursed. If the finance officer or any properly designated deputy finance officer gives a false certificate to any contract, agreement, purchase order, check, draft, or other document, he and the sureties on his official bond are liable for any sums illegally committed or disbursed thereby. (1971, c. 780, s. 1; 1973, c. 474, ss. 22, 23; 1975, c. 514, s. 12; 1979, c. 402, ss. 7, 8; 2010-99, s. 1; 2012-156, s. 1.)